

3 MAR 1978

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director for Administration

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Recommendations to the Director from the  
Federal Women's Program Board

REFERENCE : Informal notes re D/Pers memo to DCI  
dtd 22 Dec 77, same subject

1. Action Requested: None. This memorandum is in response to your informal comments noted on reference memorandum on the subject of the Agency's Personnel Development Program and the Secretarial Career Service.

2. In response to your request for PDP material for the Director's Notes, attached is a proposed article describing the Personnel Development Program in both its aspects, succession planning/executive development and Developmental Profiles or career tracks for all the professions and disciplines in the Agency.

3. In response to your request that all participants in the executive development part of the PDP be advised of their status, we propose this action be delayed until the review of the FY 78 PDP is completed. It is now on the way to the DDIC with the recommendation that he have individual meetings with the Heads of the Career Services to discuss the name and position vacancy lists. Once the FY 78 PDP is approved, the Career Services can make arrangements to advise the individuals concerned. Care must be taken to insure all employees understand this is a dynamic program, candidates are under constant evaluation and that it is only one of the career development programs available in the Agency. It is not an elite program but one directed to a particular function, e.g., managerial/executive assignment.

4. You also queried the status of the secretarial career service. In response to discussions you had with Mr. Blake, [ ] and myself on 10 December 1977 on several matters of personnel management concern, a comment paper and proposed memorandum to the Heads of Career Services was forwarded to you on 20 January 1978 as one of four items. The memorandum instructed the Career Services to establish by 1 April a Career Service-level Senior Secretarial Panel for the promotion and assignment of secretarial personnel in grades GS-08 and above. It further instructed that panels be established at the Career Service Sub-group level for the administration and career management of all other secretarial and clerical employees. We are not aware if any action has been taken on the proposal.

STAT

F. W. M. Janney

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Att.

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